

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

**CAREER TRANSFER OPPORTUNITY
RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY**

PROGRAM SPECIALIST I, AUDITOR-CONTROLLER
(Monthly Salary Range: \$5,165.09 ~ \$6,773.45)

The Department of Auditor-Controller, Office of County Investigations, is seeking a well-qualified and highly motivated individual to fill the position of Program Specialist I, A-C. This position reports to a higher level professional in the Division and will be primarily responsible for assisting in conducting complex criminal and administrative investigations of fraud, corruption and misconduct by County managers, employees and vendors; and assisting in conducting specialized audits, management and operational reviews, and time-sensitive investigations of sensitive/critical government operations, as requested by the Board of Supervisors. Such investigations range in scope from personnel improprieties and computer misuse to criminal investigations of embezzlement and conflict of interest. This vacancy is headquartered at the Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California, 90012.

Desirable Qualifications:

- Strong analytical and organizational skills
- Excellent verbal and written communication skills
- Experience writing investigative reports
- Experience conducting criminal and/or administrative investigations
- Possession of an active certification as a Certified Fraud Examiner, Certified Internal Auditor or Certified Public Accountant

Position Requirements:

Permanent employees of Los Angeles County who hold the payroll title of Program Specialist I, A-C or equivalent **AND** who meet the **Minimum Requirements** noted below are invited to submit a resume with a copy of their last two performance evaluations, last two years time history records, and a cover letter highlighting their educational background, work experience and any additional information the candidate wishes to be considered.

Minimum Requirements:

A Bachelor's degree from an accredited college or university in accounting, computer science, management science, public administration, or related field -AND- One year of responsible experience in an administrative, advisory, or staff capacity at the level of the County's class of Accountant III or equivalent dealing with the investigation and solution of procedural, financial, systems, legislative or similar complex problems.

(continue)

Contact Information:

Interested individuals should submit the requested information no later than **Tuesday, October 18, 2011** to:

Margarita Sarkisian
Department of Auditor-Controller
Personnel Section
500 West Temple Street, Room 410
Los Angeles, CA 90012
Fax (213) 947-4848
msarkisian@auditor.lacounty.gov

Only the most qualified individuals will be invited to participate in the selection process, which will consist of a review of the resume and an oral interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION